



HEADQUARTERS CIVIL AIR PATROL OREGON WING

UNITED STATES AIR FORCE AUXILIARY
28735 GRUMMAN DRIVE, EUGENE OR 97402-9542
TEL: 541-688-9408 FAX: 541-689-9509
WEBSITE: <http://orwg.uscap.gov/> EMAIL: orwghq@yahoo.com



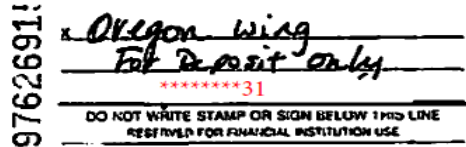
Deposit Procedures for Umpqua Bank

March 24, 2016

Umpqua Bank doesn't use deposit slips. In order to keep costs down the wing will not be ordering or using generic deposit slips at this time.

Follow these steps for depositing funds at Umpqua Bank

1. Take a copy or a picture of all checks to be deposited.
2. Fill out the Oregon Wing Deposit Advice, including all items to be deposited. You can save this to your computer or print it, whichever system works best for your squadron.
3. Endorse the back of the check by signing it, write "for deposit only," and include the account number for deposit.



Endorse the check and write
"for deposit only to account #"

4. Take the checks and/or cash to an Umpqua Bank Store (Branch) for deposit. Be sure to get a deposit receipt from the Bank. Double check that the amount on the deposit receipt equals the amount on the deposit advice filled out in step 2. If there is a discrepancy it's easier to correct with the bank before you leave.

your opinion counts

Are we fulfilling our promise to be the world's greatest bank? Please let us know at: umpquabank.com/YOCsurvey

Deposits may not be available for immediate withdrawal. Transactions received on Saturday or Sunday will be posted to your account on our next business day. Please retain until verified on your next statement.

TR:15 50052-8 03/24/16 11:16 AM
XXXXXX6625 Ck Deposit \$108.00

Welcome to the World's Greatest Bank!

umpquabank.com 1-866-486-7782 Member FDIC Equal Housing Lender SBA Preferred Lender

5. Submit the deposit advice filled out in step 2, the deposit receipt, and copies of the checks to the Wing Administrator at orwghq@yahoo.com. You can send them as separate attachments or as one complete document.

If you have any questions or need assistance please contact the Wing Administrator, Tracy Jensen or the Finance Director, Lt Col Dave Shoemaker.

Wing Administrator, Tracy Jensen
541-688-9408 Mon-Fri 9am-2pm
orwghq@yahoo.com

Finance Director, Lt Col Dave Shoemaker
360-823-8345 (C)
360-210-4654 (H)
daveshoemaker2@frontier.com